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CHAPTER 8**FORMS AND FILES****0801 FORMS PREPARATION AND DISTRIBUTION****PART A: GENERAL**

080101. Sponsorship. The Director, Defense Finance and Accounting Service-Kansas City, is the sponsor of the forms that support the integrated centralized automated pay and personnel systems of the Marine Corps. The sponsor is responsible for the development and maintenance of forms needed to support published procedures.

PART B: FORMS**080102. Military Payroll Money List (MPL)****A. Printing Instructions**

1. RASC-Produced Payroll. The MPL for regular payments is normally prepared by computer printouts.

*2. Manually Produced Payroll. Prepare a DD-115 (MPL) if a unit is deployed too distant from their RASC for regular servicing or in the case of a special payroll. Delete the entire line if an error is made which cannot be corrected rather than typing the corrections above the error. To delete a line from the MPL, either due to mistakes or nonpayment to the member, line through the name and amount only (do not in any way alter the SSN) using either the line delete symbol or a pen with black ink.

B. Payroll Numbers

1. RASC-Produced Payroll. All payrolls produced mechanically for regularly scheduled paydays are numbered consecutively, beginning with 001 for the payday for the first pay period each fiscal year and ending with 024 for the last payday in September. (Pay periods are the 1st through the 15th and the 16th through the end of each month.) The payroll number is computer generated and is preceded by the RUC, e.g., 12345002 (RUC 12345, PR#002). The payroll number is shown as a 13-digit number (3-digit PRNO and 10-digit voucher number) on the MPL and an 8-digit number (3-digit PRNO and 5-digit RUC) on the LES. The DSSN applicable for the payroll is extracted from the magnetic records, which indicate the DSSN-to-RUC relationship.

2. Manually Produced Payroll. Number all manually prepared MPLs with a series of consecutive payroll numbers from 025 through 799 each fiscal year. In the event that manual payroll numbers exceed 799 in a given fiscal year, begin renumbering the payrolls with 025, 026, etc. Do not assign the RUC to manually prepared payrolls. The payroll number

series will continue for each DSSN for the entire fiscal year, without regard to the relief of one finance officer by another. A finance officer assigned to a deployed unit will submit financial returns under the DSSN assigned for the deployment.

C. Preparation. The following narrative is a block-by-block description for preparing the MPL manually:

<u>BLOCK</u>	<u>NARRATIVE</u>
1	Enter the DSSN without an alphabetic designator.
2	Enter type code S for USMC, A for Army, F for Air Force, N for Navy, or C for Coast Guard, and the pay group; e.g., S 013.
3	Enter the date to which pay was computed.
4	Enter the date of the actual payday for regular MPLs and the date paid for special MPLs. The date must be the same date entered in block 8 of the Military Pay Voucher (MPV).
5	Enter the next consecutive payroll number.
6	Enter the page number and total number of pages for the payroll.
7	Enter the SSN without spaces or hyphens.
8	Enter the payroll type; e.g., DAILY SPECIAL, NAVY DAILY SPECIAL, etc., as appropriate. Enter the last name, a space, suffix (if any), a space, and first and middle initials. Do not punctuate or space between the first and middle initials. On the next line under the name, enter the appropriate remark for advance pay, SRBP, RRB, enlistment bonus, TLA, HAs, BAH-UA, advanced per diem, per diem BAH, and LSL. The format for these remarks is contained in the appropriate subject paragraph of this manual.
9	Enter the appropriate one-digit code that identifies the type/reason of payment made. A – Advance pay B – Advance pay and allowances C – SRBP

D – RRB

E - Enlistment bonus

F – TLA

G – Advance OHA

I - LSL/separation payment

J - Advance per diem for deployed units

K - BAH nonpay status

L - Deployed per diem-quarters

M - Advance security deposits

P – Advance BAH

R – MIHA

S - Garnishment (For DSSN 6102 use only)

T - Tax Levy (For DSSN 6102 use only)

1 - Commanding officer directed payment -
event aged 60 days

2 - Commanding officer directed payment -
Hardship

3 - Commanding officer directed payment -
no MCTFS record

4 - Special payment – joinee

5 - Special payment – transfer

6 - Special payment – transient

7 - Finance officer adjusts payment - reduction aged 60 days/
ECC within 60 days/payment not posted

8 - Finance officer adjusts payment -

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unexplained amount appearing on the
Suspect Payment Listing/Member
erroneously deleted or omitted from unit rough rolls

9 – Override - directed by the systems assurance officer

0 - Separation payment - no LSL payment to be made

\$ - Recruit payment

*Note. A member being paid for more than one reason code may appear on the same payroll as many times as required. For example, a member transferring from Hawaii may appear on the same payroll three times: once for TLA, reason code F; once for an advance pay, reason code A; and once for pay to date, reason code 5. However, each payment amount must be different. For Marine Logistic Groups (MLG), when using DDS, a member can only appear on the payroll once.

10 Enter the amount to be paid, expressed numerically as dollars and cents.

11 Enter the check number in the shaded area if the payment is made by check. The payee will sign in this space on the duplicate to receipt for cash. Draw a diagonal line in black or blue-black ink on the duplicate copy of each manually produced MPL that does not use all 32 lines, starting immediately below the last name appearing on the MPL and ending at the page total block.

TOTALS Enter the total amount paid on each page in the page total block. Enter the cumulative totals of all pages on the last page of the payroll in the grand total block.

CERTIFICATION Enter the name and grade of the identifying (paying) officer on the last page of the payroll when payment is made in cash or both cash and check. The officer will sign the last page of the payroll paid in cash or both cash and check. These procedures apply to both manually and RASC-produced payrolls. Payrolls paid entirely by check do not require a certification signature on the payroll. Each page of daily special payrolls containing cash payments will be signed by the applicable paying officer when the payroll consists of individual pages on which two or more officers or agents were authorized to disburse funds.

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D. Distribution

*1. Original. Forward the original of all manually produced MPLs with a DD Form 117: MPV used as a certification sheet (available on the internet at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>) with your DD Form 2665 (Daily Agent Accountability Summary) to the DFAS-JVA/KC.

2. Duplicate (First Copy). The duplicate copy of the MPL will contain the payee's signature, regardless of pay group, to acknowledge receipt of a cash payment. Submit the duplicate copy with the finance officer's financial returns to DFAS-N/KC (Record Services); include a copy of the MPV used as a certification sheet.

3. Triplicate (Second Copy). Retain the triplicate copy initially in the suspense file with the DTL until the "receipt acknowledged" copy is received from the DFAS-KC. At that time, the triplicate copy should be transferred to the retain file for a complete pay cycle.

4. Remaining Copies. These copies may be used at the discretion of the finance officer; e.g., as a control for the next payroll.

080103. Military Pay Voucher

A. Preparation. An MPV is required for a MCTFS-produced payroll. The following narrative is a block-by-block description of the preparation procedures:

<u>BLOCK</u>	<u>NARRATIVE</u>
1	Enter U S MARINE CORPS.
2	Enter the ten-digit voucher number assigned to the payroll.
3	Enter the total number of pages that comprise the payroll if the MPV is used for an MPL. Use numeric characters. Enter NONE when used for an individual payment.
4	Enter the payees' unit if those listed on a payroll are all from the same unit. Enter the finance office address if the payees are from different units.
5	Enter the applicable foreign duty country code if payment is made outside the United States. See NavCompt Manual, Volume 2, Chapter 7.
6	Enter the payroll number assigned to the attached MPL if the MPV covers an MPL. Assign a payroll number in the same manner as for a special payroll if the MPV is used for an individual payment.

- 7 Enter USMC SPECIAL PAYMENT when the MPV covers a manually produced MPL for Marine Corps personnel. Enter USMC REGULAR PAYMENT when the MPV covers a regular payroll. Enter the appropriate codes when the MPV covers an individual payment. The formats for the entries are contained in the appropriate subject paragraphs for advance pay, advance pay and allowances, SRBP, RRB, enlistment bonus, TLA, HA, BAH-UA, advance per diem, per diem, BAH, and LSL. Type codes 1 through 9 and 0 are also used to denote certain reasons for special payments. An explanation of the codes is shown below:

A - Advance pay

B - Advance pay and allowances

C – SRBP

D – RRB

F – TLA

G - Advance OHA

I - LSL/Separation payment

J - Advance per diem for deployed units

K - BAH nonpay status

L - Deployed per diem-quarters

M - Advance security deposits

P - Advance BAH

R – MIHA

S - Garnishment (For DSSN 6102 use only)

T - Tax Levy (For DSSN 6102 use only)

1 - Commanding officer directed payment - event aged 60 days

2 - Commanding officer directed payment – hardship

3 - Commanding officer directed payment - no MCTFS record

- 4 - Special payment – joinee
 - 5 - Special payment – transfer
 - 6 - Special payment – transient
 - 7 - Finance officer adjusts payment - reduction aged
60 days/ECC within 60 days/payment not posted
 - 8 - Finance officer adjusts payment - unexplained
amount appearing on the Suspect Payment
Listing/Member erroneously deleted or omitted from unit rough rolls
 - 9 - Override - directed by the systems assurance officer
 - 0 - Separation payment - no LSL payment to be made
 - \$ - Recruit payment
-
- 8 Enter the date of an individual payment. If this MPV will cover an MPL, enter the date shown in block 4 of the MPL.
 - 9 Enter the SSN if the MPV is used for an individual payment. Leave blank when the MPV is used to cover an MPL.
 - 10 Enter the payee's last name, a space, suffix (if any), a space, and the first and middle initials. Do not punctuate or space between the first and middle initials. This block must be completed if the MPV is used for an individual payment. Leave blank if this MPV will cover an MPL.
 - 11, 12 Leave blank.
 - 13 Enter PAID BY (brief stamp) immediately below block 11 on the duplicate and triplicate copies only. Complete the PAID BY block on the original and all copies for cross-disbursing payments; i.e., Air Force, Army, Navy, or Coast Guard.
 - 14 Enter the name of the finance officer. Do not punctuate.
 - 15 Enter the DSSN without alphabetic designator.
 - 16 The signature of the finance officer will appear on the duplicate (first copy) only.

- 17, 18 Leave blank. (Not used by Marine Corps.)
- 19 Enter the total amount of each pay group. Use the dollar sign and separate dollars and cents by a decimal point.
- 20 Enter the applicable appropriation for military personnel Marine Corps. Insert field separators between the appropriation number, subhead, object class, type transaction, and cost code. Suppress all leading zeros when the MPV is used as a payment voucher for members of other branches of the Armed Forces, charge the appropriation data cited on the substantiating document.
- 21 Enter the total value of amounts in block 19 of the MPV. Enter the total value of both cash and checks for officer and enlisted personnel in the case of a payroll. Use the dollar sign and separate dollars and cents by a decimal point.
- 22 Enter the dollar amount when the payment is made in check and the MPV is used for an individual payment. Enter the dollar sign and separate dollars and cents by a decimal point. Leave blank for cash payments and when the MPV is used to cover an MPL.
- 23 Enter the check number in the FROM portion of the block when the payment is made by check and the MPV is used for an individual payment. Do not punctuate or hyphenate the check number.
- 24 Enter the amount when the payment is made in cash and the MPV is used for an individual payment. Use the dollar sign and separate the dollars and cents by a decimal point. Leave blank for check payments and when the MPV is used to cover a payroll.
- 25 Signature of the payee when the MPV is for an individual cash payment voucher. Signature is only on the duplicate (first copy) of the MPV.

B. Distribution

*1. Original. Forward the original MPV under a covering DTL to the DFAS-JVA/KC daily. Submit MPVs used as single payment vouchers and MVPs used as certification sheets under separate DTLs.

2. Duplicate. Submit the duplicate copy with the finance officer's financial returns to DFAS-N/KC (Record Services). If the MPV is used as a certification sheet, include copies of the MPLs that it covers.

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3. Triplicate. Retain the triplicate copy initially in the suspense file with the DTL until the "receipt acknowledged" copy is received from the DFAS-KC. At that time, the triplicate copy should be transferred to the retain file for a complete pay cycle.

4. Remaining Copies. These copies may be used at the discretion of the finance officer.

*080104. Document Transmittal Letter (DTL). The NAVMC 10688: Document Transmittal Letter, is used as a control document for submitting documents that affect the MMPA. All documents submitted to the DFAS-KC must be covered by a DTL. Effective May 01, 2006, electronic submission through the DFAS-KC organizational mailboxes is the only approved method of document delivery for DTLs between the administrative and finance office, and DFAS-KC. DTLs are to be submitted in PDF format. Refer to sub-paragraph D below for the DFAS-KC organizational mailboxes.

A. Submit the following types of documents under separate DTLs:

(1) MPVs used as certification sheets, and the MPLs that they cover.

(2) MPVs used as single payment vouchers.

B. A maximum of 100 documents (MPVs and MPLs) may be transmitted under one DTL. This 100-document limit does not apply to finance offices submitting MPVs and MPLs for regular MCTFS paydays.

*C. Tracking Processes before submission to DFAS-KC.

(1) Scan appropriate DTLs and Documents to your computer.

(2) E-mail subject line must include:

(a) Type of documents

(b) Document Control Letter Number

(3) Select "Option" Tab located in the toolbox at the top of the email.

(4) The "Message" Option block will appear.

(5) Select "Delivery" receipt block. This will serve as your notification tracking process by DFAS-KC.

(6) Select Closed "Message" Options.

(7) Select "Action" Option and "Flag for follow up" after 30 days.

(8) E-mail DTLs and retain the electronic copy of your e-mail on the computer.

(9) DFAS-KC will generate a "DELIVER" notification e-mail to the respective office upon receipt.

(10) If after 30 days the original e-mail has not been read, your office must re-submit the original e-mail with "Tracer E-mail" in the subject line.

(11) If the DFAS-KC has not received the original electronic DTL and its documents, re-submit the original electronic DTL e-mail, using the same DTL number as the lost DTL. Annotate in the subject line "RESUBMISSION." Retain the re-submitted DTL documents pending notification of receipt.

D. Submit to the following DFAS-KC organizational mailboxes:

- (1) ACCOUNTSMAINTENANCE@DFAS.MIL (for Bonds and Allotments, PAAs)
- (2) CKC-CASHDEPOSITPROGRAM@DFAS.MIL (for SDP)
- (3) GENERALPROCESSING@DFAS.MIL (for Separations and Catch-62s)
- (4) PAYROLLSERVICES&TSP@DFAS.MIL (for Payrolls)
- (5) CKC-SPECIALPROCESSING@DFAS.MIL (for Claims)
- (6) CKC-FIELDSERVICES@DFAS.MIL (For Appellate Leave and Clothing Allowance).

080105. Military Pay Order (MPO). An MPO is used to transmit orders from the commanding officer to the finance officer. An MPO may be a NAVMC 11060: Separation/Travel Pay Certificate, NAVMC 11059: Officer Uniform Allowance Claim/Certification, or NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization.

A. Certifying Officer. MPOs will be signed by the commanding officer or other officers designated under authority of SECNAVINST 5216.5. The commanding officer will use NAVMC 11119: Delegation of Authority to notify the finance officer when an officer has been designated to sign documents affecting pay.

B. Renewal of Commanding Officer's Orders. An MPO which authorizes credit of pay and allowances until further orders are issued will not be renewed during a

member's current enlistment or tour of duty unless the credit is stopped by a specific regulation or time limitation. The following situations do not require a new MPO:

1. Change of commanding officer.
2. Change of finance officer.

C. Expiration of Commanding Officer's Orders. Credits, which expire upon a member's separation, transfer, death, or desertion, do not require an MPO to stop the credit, unless entitlement terminates before the automatic stoppage date.

D. Distribution. Distribution will be as directed by the instructions for the specific MPO.

080106. Pay Adjustment Authorization (PAA). A DD Form 139: Pay Adjustment Authorization is used to credit or check adjustments.

A. Enter only one name on each DD Form 139.

B. Enter the complete accounting data if the adjustment involves any appropriation other than that to which current pay is charged.

C. The officer who originates the DD Form 139 will sign as the certifying officer.

D. Origination. The following individuals may originate a DD Form 139.

1. Finance Officers. A DD Form 139 will be input on-line by the originator to adjust an account not serviced by the originating finance officer. A message will be sent to the finance officer who maintains the member's account explaining the action and followed up by a copy of the accomplished DD Form 139.

2. Transportation Officers, Recruiting Officers, Supply Officers, and Commanding Officers. A DD Form 139 necessitated by issuance of meal tickets, transportation requests, or other appropriate reasons will be forwarded to the DFAS-JMSD/KC. The DFAS-KC will return an authenticated duplicate copy and an extra copy to the originator.

*3. MCLB, Albany, Georgia. A DD Form 139 resulting from excess costs incurred in the shipment of household effects or a trailer, or a transportation request is originated by the Commanding General (A470), MCLB, Albany, Georgia, and forwarded to the DFAS-JMSD/KC. The DFAS-KC will return an authenticated duplicate copy and an extra copy to the originator.

4. DFAS-KC. A DD Form 139 originated by the DFAS-KC is processed at the DFAS-KC.

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E. Tracer Copy. The originator will use a "tracer copy" monthly if an authenticated copy of the DD Form 139 is not received from the DFAS-KC within a 90-day period.

*F. Checkages. DD Form 139's, issued for checkage of basic pay for an indebtedness caused by household effects and trailer shipments, transportation requests, and meal tickets, for members who are not serviced by the issuing finance officer, will be entered into the MCTFS at the DFAS-KC. Issuing agencies will forward these PAAs to the DFAS-JMSD/KC for action.

G. Distribution. A copy of the DD Form 139 received by the originator will be forwarded to the member.

H. Credits When Entitlement Can Be Established. Upon receipt of a document involving a credit of pay, enter the adjustment into the MCTFS only if:

1. Available records show the member is entitled to it.
2. Information indicates the credit has not previously been entered.

*I. Credit the MMPA only for that portion of the entitlement that can be verified when a document for a credit that involves a period not entirely covered by available records is received. Endorse the document to show the action taken and distribute in the normal manner. Also, prepare a DD Form 139 for the portion that cannot be verified and forward it to the DFAS-HTSBD/KC. Annotate the DD Form 139 "Forwarded for Verification of Entitlement." The DFAS-KC will verify entitlement to the uncredited portion and credit the MMPA, if appropriate, upon receipt of the DD Form 139. A copy of the DD Form 139 will be forwarded to the finance officer providing pay service to the member.

080107. Commanding Officer's Delegation Of Authority To Receipt For Funds. Prepare a NAVMC 430: Commanding Officer's Delegation of Authority to Receipt for Funds in duplicate if the unit will be paid in cash.

A. Commanding Officer. Complete part 1 of the NAVMC 430, sign both the original and duplicate copies, and forward them to the finance officer to arrive before payday.

B. Finance Officer. Complete part 2 of the NAVMC 430, using the update cash breakdown provided by the RASC. Have the paying officer sign the original NAVMC 430 and the duplicate MPL before receiving the cash payroll. Return the original NAVMC 430 to the paying officer when the payroll is returned.

C. Paying Officer. Complete part 4 of the NAVMC 430 after payment has been made. Enter the name of each member not paid, the amount of the refund, and the reason for the refund. Return any unpaid cash, the signed duplicate NAVMC 430, and the signed duplicate of the MPL to the finance officer.

080108. Separation/Travel Pay Certificate. Forward two copies of the NAVMC 11060: Separation/Travel Pay Certificate to substantiate payment of discharge gratuity and payment of monies incident to separation. The commanding officer or the director of the consolidated administrative center (CAC) and the member must then sign the NAVMC 11060. (The NAVMC 11060 may be processed without the member's signature when IHCA or some other circumstances prevent the member from signing it.) The NAVMC 11060s must arrive at the finance office at least 10 working days before the date of separation.

080109. Officer Uniform Allowance Claim/Certification. Prepare a NAVMC 11059: Officer Uniform Allowance Claim/Certification to claim an initial or additional uniform allowance.

A. Preparation. Prepare the certificate in duplicate. The officer must complete part I and sign the claim. The commanding officer then completes part II and the top portion that contains standard identifying and other pertinent information.

B. Distribution. The commanding officer files the original in the officer's OQR.

080110. Check Transmittal/Receipt. Finance officers and defense accounting officers (DAOs) are to establish local procedures to substantiate the disposition of checks transmitted to units and payees.

080111. Miscellaneous Pay Order/Special Payment Authorization. The NAVMC 11116: Miscellaneous Pay Order/Special Payment Authorization is used by commanding officers and the directors of consolidated administrative centers (CAC) to direct pay adjustments or special payments.

*A. Finance Officer Action For Documents Processed Through the Document Tracking Management System (DTMS). DTMS is the only approved method of document delivery for the NAVMC form 11116 between the administrative and finance office, and DFAS-KC. When DTMS is not available and an emergency payment is directed, the administrative office may submit a paper document to the finance officer for payment. Once DTMS becomes available, an electronic document must be submitted to the finance officer. The finance officer is to maintain the paper document until the electronic document is received and processed through DTMS, then the paper document may be destroyed. The manual processing of documents is the exception, not the norm. DTMS is the repository for documents submitted. Therefore, the requirements for submitting substantiating vouchers to DFAS-N/KC for record retention is not required.

B. Advance Pay Request

1. The commanding officer or executive officer (only while serving in the capacity as the commanding officer) has the discretionary authority to approve or

disapprove an advance pay request for an E-3 and below or an E-4 and above for more than one months' advance pay or when a repayment schedule is in excess of 12 months (refer to the "DoDFMR," Vol. 7A, Chapter 32, and MCO 7220.21 (Marine Corps Order on Advance Pay)).

*2. It is a valid advance payment request when the commanding officer or executive officer (only while serving in the capacity as the commanding officer) signs the NAVMC 11116 requesting advance pay outside of the normal parameters.

3. If the personnel officer signs the NAVMC 11116 for an advance pay request outside the normal parameters, there must be an accompanying endorsement signed by the commanding officer or executive officer (only while serving in the capacity as the commanding officer). This endorsement can be in the form of a letter or an electronic message approving the advance pay request outside the normal parameters.

C. Payday Adjustment/Special Pay. A NAVMC 11116 is the only form authorized for use by those billets listed above to direct the finance officer to adjust the amount due on a regularly scheduled payday or to make a special payment. A NAVMC 11116 is for pay adjustment/special payment for all members. Payments directed as a result of severe hardships must be certified and include corrective action taken. Prepare the NAVMC 11116. Forward the signed original, digitally scanned copy, or signed facsimile to the finance officer. Commands geographically separated from the servicing finance officer may submit messages in lieu of the NAVMC 11116.

1. Special/Emergency Payment Request. Payment must be made within one working day after date of receipt of a special or emergency payment request. Print a copy of the NAVMC 11116 and submit it monthly as a substantiating voucher. This requirement will remain in effect until DFAS-KC has access to DTMS.

2. Pay Adjustment Request. Adjustment(s) must be made within two working days after date of receipt of a pay adjustment request that would reflect in the member's next regularly scheduled payday. Do not endorse the original with action taken or send it back to the originator. The originator can track the status of the NAVMC 11116 via the DTMS.

3. Annotating the Remarks Section. Annotate in the remarks section of the NAVMC 11116 that is resident in DTMS, the action that was taken. Provide the diary number, date completed and the amount that will be credited.

4. Returning an Incorrect NAVMC 11116. When returning a NAVMC 11116 for correction, provide an explanation in the remarks section of the DTMS Application why the NAVMC 11116 is being returned.

080112. Delegation Of Authority.

*A. The NAVMC 11119: Delegation of Authority is used by the commanding officers or CAC directors to delegate the authority to sign documents affecting pay. However, the commanding officer with administrative control over the CAC, must delegate in writing to the CAC director the authority to sign documents affecting pay. The delegation letter from the commanding officer must state that the CAC director (state name) is authorized to delegate this authority to commissioned officers and civilian employees GS-7s and above under the directors control. The original, printed-on card stock is the finance officer's copy, the duplicate is delivered to the designee, and the triplicate is retained in the unit's file.

B. The finance officer is not required to retain the Delegation of Authority (NAVMC 11119) cards for those administrative units who forward documents affecting pay and allowances using DTMS. When DTMS is unavailable for an extended period of time, the finance officer is required to retain the original Delegation of Authority (NAVMC 11119) cards.

C. The finance officer is required to maintain Delegation of Authority (NAVMC 11119) cards for only those administrative units who forward hard copy documents affecting pay and allowances.

D. The administrative unit is required to retain records of electronic signatures for those members who are delegated the authority to certify (sign) DTMS documents affecting pay and allowances. The finance officer is also required to maintain Delegation of Authority (NAVMC 11119) cards and Assumption of Command Letters for any administrative unit that requires hard checks.

E. The authority to direct payments resides with the commanding officer in non-consolidated administrative commands and with the CAC director in consolidated administrative commands. These officers may delegate, in writing, the authority, to sign the NAVMC 11116 for all types of payments to include special payments and payday adjustments. This delegation is not to extend beyond the battalion and squadron commanders, battalion and squadron executive officers, inspector-instructors and site commanders, and commissioned and warrant officers assigned to valid personnel administrative billets.

0802 RETENTION

080201. Forms Retention. Retain the following documents:

A. LES. Hardcopy LESs may be retained on an individual basis, but only if justified by unusual circumstances (e.g., suspense file).

B. Travel Vouchers. Retain until data has posted, then destroy.

C. ABA. Retain until acknowledged copy of DTL is received.

080202. Forms And Files

PART A: DOCUMENT CONTROL

080203. Control Of Documents. The finance office must control all documents it receives, processes, or transmits. Internal control requirements fall into the categories of record maintenance, processing, changes, usage, and submission control.

080204. General Office (Retain) Files. Maintain the general office files as prescribed in the SECNAVINST 5210.11 and SECNAVINST 5212.5.

PART B: SUBSTANTIATING VOUCHERS

*080205. Definition. Substantiating vouchers are documents that support MCTFS transactions reported by finance officers. . DTMS is the repository for documents submitted. Therefore, the requirements for submitting substantiating vouchers to DFAS-N/KC for record retention is not required.

080206. Processing. Prepare the appropriate entry for input to the MCTFS by writing, at a minimum, the diary number and the date on the substantiating voucher. If a special or emergency payment is made, submit the original as a substantiating voucher. If payment is not made, attach a copy to the diary, endorse the original, and send it back to the originator with the action taken.

080207. Filing And Submission. The ultimate disposition of substantiating vouchers depends upon the nature of the vouchers and the effect on the MMPA. The disposition of each type of substantiating voucher is prescribed under each entitlement.

*080208. Daily Submission. Vouchers that substantiate separations, (NAVMC 11060, the completed discharge account summary sheet, and all available documentation) must be forwarded to the DFAS-JMCC/KC (refer to Chapter 4).

*080209. Monthly Submission of Vouchers Not Processed Through the Document Tracking Management System (DTMS). Disbursing and finance officers are to submit all substantiating vouchers that are not scanned back through DTMS by DTL as follows:

A. Accumulate substantiating vouchers for submission during the same month which the related transactions were entered into the system. Determine the correct month of submission by the date of the reported transaction. Arrange the blanket documents by date and the individual documents in fourth-terminal digit sequence by social security number.

B. Bind the substantiating vouchers in manila folders with a two-pronged fastener at the top. Ensure that the perforations do not destroy any part of the typed data entered on the documents. Do not fill the folders beyond the manageable capacity of a single two-pronged fastener.

- C. Identify the file folders on the tab and on the front as follows:

Tab - DSSN; year and month; and inclusive range of SSNs.

Example: DSSN 2345 - 780200 - Blanket and 010340035 - 518608180

Front - DSSN; year and month; inclusive range of SSNs; and package number.

Example: DSSN - 2345

YR AND MO - 780200

SSN NOS - BLANKET AND 010340023 - 518708180

PKG NO - 1 of 4